

<p align="center"><b>ARIZONA</b> Department of Emergency and Military Affairs</p> <p align="center"><b>POLICY LETTER</b></p>	<p><b>POLICY LETTER NO. 50.04</b></p>	
<p><b>SUBJECT:</b> State Asset Accountability</p>	<p><b>DATE</b> 1 APR 01</p>	<p><b>OPR</b> DEMA/JP-R</p>
<p><b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b></p>		

1. The Department of Administration, General Accounting Office, Accounting Manual, Section II G3, p. G3, Capitalization Policy, requires all land, buildings, and improvements to either will be capitalized. Fixed Assets with an aggregate cost of \$5,000 or more must also be capitalized.


2. Fixed Assets with a cost less than \$5,000 should be identified as equipment of the agency. "The minimum unit cost level required to be identified as equipment of the agency is at the discretion of the agency" and for stewardship reasons kept on a supplementary list. (II G3e)

3. Effective immediately, the State Property Manager will tag and record all land, buildings, and improvements to either, and assets with an aggregate cost of \$5,000 or more, on the GAO AFIS Fixed Asset System. The State Property Manager will also maintain a supplementary inventory of items with an aggregate cost of \$1,000 or more. Regardless of cost the following items will be tagged and remain on the agency listing:

- Vehicles
- Weapons
- Cell Phones
- Handheld Radios
- Computer Equipment
- Electronic Equipment (cameras, videos, VCRs, TVs, etc.

4. All other state equipment and furniture will be tagged as *Property of DEMA* in order to distinguish it from Federally owned property. This procedure will make ownership identification easier at time of turn in as surplus. It is further recommended that a handreceipt system at the user level be maintained to ensure accountability of state property.

5. Sound stewardship of state property will be maintained at all levels.

  
 DAVID P. RATA CZAK  
 Major General, AZ ARNG  
 The Adjutant General